RRD2 - Report/Request Intake Detail 2

This screen is used to display, add or modify detailed information about the persons involved in the report.

```
 CAFSRRD2              REPORT/REQUEST INTAKE DETAIL 2      06/13/2011    10:36
 USER ID : CS1164   MODIFY                                 PAGE NO:   1
 R/R NUMBER: 0001373  CATG: CPS   CHILD PROT DATE: 07/16/2010 ASSGN TO: C74142SW
 PROVIDER:        000                                        ALG:
                                                             DET:
 TO SELECT, ENTER D=DELETE, A=ADD, M=MODIFY, R=RELATION, P=PRIMARY
 SEL CAPS-ID   FIRST      LAST                 SUFX   CATG
  _  00001238  REBECCA    BEY                         AD ALG:
     AGE:  43 DOB: 03/26/1968 SEX: F ETH: CA  FAM ROLE: BMR DET:
     R/R ROLE: P  LIVING ARRANGEMENT:      HSPNC ORGN: N   REL:
  _  00001237  ERIC       BEY                         AD ALG:
     AGE:  42 DOB: 10/06/1968 SEX: M ETH: CA  FAM ROLE: BFR DET:
     R/R ROLE: P  LIVING ARRANGEMENT:      HSPNC ORGN: N   REL:
  _  00001447  BLUE       BEY                         CH ALG: PHA
     AGE:  11 DOB: 01/01/2000 SEX: M ETH: AI  FAM ROLE: SON DET: SUB
     R/R ROLE: V  LIVING ARRANGEMENT: MBB   HSPNC ORGN: N   REL: BMR
  _                                                      ALG:
     AGE:     DOB:          SEX:   ETH:     FAM ROLE:     DET:
     R/R ROLE:    LIVING ARRANGEMENT:       HSPNC ORGN:     REL:
  _                                                      ALG:
     AGE:     DOB:          SEX:   ETH:     FAM ROLE:     DET:
     R/R ROLE:    LIVING ARRANGEMENT:       HSPNC ORGN:     REL:


                                                         PATH: █
```

Field Descriptions (F12) indicates code lookup is available.

*NOTE: CPS, CFS and CPI report categories must go through Centralized Intake (with the exception of tribal social services). For these categories, a majority of the fields on RRD2 will be defaulted from the CID2 (Centralized Intake Detail 2) screen. If the details are displayed in yellow, they can be modified. If the details are displayed in blue, they cannot be modified. For all other report categories, you can tab to the enterable fields and the system will identify any required fields.

PAGE NO
This field will display the current page number. If there is another page of information, a MORE indicator will display to indicate there are additional pages. The next page can be accessed by pressing the F8 key. The previous page can be accessed by pressing the F7 key.

R/R NUMBER
This field will display the report number for the report.

CATG (F12)
This field will display the current category for the report. *If necessary, the report category can be changed on the RRD2 screen by the appropriate regional RRC supertask*.

DATE
This field will display the date displayed in the INV START DATE field on the RRD1 (Report/Request Intake Detail 1) screen.

ASSGN TO (F12)
This field will display the C number of the current assigned worker for the report.

PROVIDER
This field will display the provider number displayed in the PROV NO field on the RRD1 (Report/Request Intake Detail 1) screen (if one was entered.)

ALG (F12)
If a provider number is displayed, enter the appropriate allegation code(s) for the provider. *Up to three allegation codes can be entered*.

SEL
On the select line, enter "A" if you want to add a person to the list, "M" if you want to modify a person on the list or "D" if you want to delete a person from the list. *The "R" (relation) and "P" (primary) codes are used to create relationships on the RELL (Relationship List) screen. Steps on how to do this are listed in the "additional information" section at the bottom of this document.*

CAPS-ID (F12)
Enter the CAPS ID of the person you want to add to the list. *Pressing F12 will access the PERS (Person Search) screen. You can search for and select any known person to the system from the PERL (Person List) screen by selecting them with an "S".*

FIRST
This field will display the first name of the person whose ID is entered in the CAPS ID field (first name that displays on the PERD (Person Detail) screen.)

LAST
This field will display the last name of the person whose ID is entered in the CAPS ID field (last name that displays on the PERD (Person Detail) screen.)

SUFX
This field will display the suffix for the person whose ID is entered in the CAPS ID field (suffix that displays on the PERD (Person Detail) screen, if one was entered.)

CATG (F12)
Enter the appropriate person category for the person. *In most cases, this will be "AD" (adult associated with child) or "CH" (child).*

ALG (F12)
Enter the appropriate allegation code(s) for the person. *Up to four allegation codes can be entered and allegations can only be entered for persons with a report role code of "V" (victim) or "B" (both).*

AGE
This field will display the age of the person whose ID is entered in the CAPS ID field (age based on date of birth that displays on the PERD (Person Detail) screen, if one was entered.)

DOB
This field will display the date of birth for the person whose ID is entered in the CAPS ID field (date of birth that displays on the PERD (Person Detail) screen, if one was entered.)

SEX (F12)
This field will display the sex of the person whose ID is entered in the CAPS ID field (sex code that displays on the PERD (Person Detail) screen, if one was entered.)

ETH (F12)
This field will display the ethnicity of the person whose ID is entered in the CAPS ID field (first ethnicity code that displays on the PERD (Person Detail) screen, if one was entered.)

FAM ROL (F12)
Enter the appropriate family role code for the person.

DET (F12)
Enter the appropriate determination code(s) for each of the allegations. *Every allegation must have a determination entered before the report can be closed. If substantiating the allegation, you must enter SUP (substantiation pending) in order to allow due process to the perpetrator (fair hearing request).*

R/R ROLE (F12)
Enter the appropriate report role code for the person.

LIVING ARRANGEMENT (F12)
Enter the living arrangement for the child (victim) during the time of the investigation. *This is only required on victims and if allegations are substantiated*.

HSPNC ORGN
This field will display the Hispanic origin flag of the person whose ID is entered in the CAPS ID field (flag that displays on the PERD (Person Detail) screen, if one was entered.)

REL (F12)
For any allegation codes, enter the appropriate perpetrator relationship code. *This is the perpetrator's relationship to the victim and is only required if allegations are substantiated.*

Additional Information

Do not add any additional "unknown" persons to CAPS. The CAPS system provides several "unknowns" to fit most categories. Select the "unknown" that most closely fits the referral information.

The following is a list of CAPS ID numbers for UNKNOWNS:

130223 = UNK CAPS, ADULT
130224 = UNK CAPS ADULT, FEMALE
130225 = UNK CAPS ADULT, MALE
130226 = UNK CAPS, CHILD
130227 = UNK CAPS CHILD, FEMALE
130229 = UNK CAPS CHILD, MALE

See Children's Services Policy and Procedures Manual Section 202-2 and 202-3.

Setting up relationships on RRD2 using "P" and "R" select codes:

1) Before you begin, it is best to ensure that each person listed on RRD2 has a FAM ROLE identified. If entered, these family roles will carry over to the relationship list automatically and will require few additions/changes when building relationships.
2) Enter a "P" (primary) on the select line next to the first person and an "R" (relation) on the select line next to all other listed persons. Press F10 to access RELL (Relationship List).
3) On RELL, notice that the person marked with a "P" is at the top of the screen and all persons marked with an "R" are on the list. The family roles that were entered on RRD2 are also defaulted in for each person.
4) Verify that the listed REL TYP is appropriate for each person listed. For example, as shown above, BMR is the defaulted relationship for Jerri because that was the family role listed on RRD2. However, Jerri is NOT Billy's Birth Mother. Therefore, you would want to TAB to the BMR code, press F12 and select the appropriate relationship (spouse). The relationship codes for Dawnna and Dustin are appropriate.

5) Once you have made adjustments to the relationship type, as necessary, press ENTER to return to the RRD2 screen.
6) Repeat these steps for each person listed on RRD2, making each person a primary and relating the other persons to that primary.